

TAB

MEMORANDUM FOR: Acting Chief, Plans & Policy Staff

SUBJECT: Proposed Meetings with OTR Personnel

25X1A

2. Prior to all meetings, the interviewing officer of the Inspector General's Office will have read descriptive material on the unit concerned submitted by the Director of Training.

3. It is requested that all unit chiefs be prepared to discuss and have available supporting documentation if necessary, on the following matters:

a. Personnel information on their units, to include T/O strength, on-duty strength, rate of turnover, outstanding recruitment requests, any problems of quality of personnel, and any career service considerations.

b. Adequacy of information given upon which schedules, assignment of instructors, and sizes of classes are determined.

c. Adequacy of materials and facilities to discharge assigned training responsibilities.

d. Adequacy of liaison with those Agency units of organization on whose behalf training is given.

e. A presentation of major accomplishments during the last calendar year and a statement of any major problems that may exist.

for MATTHEW BAIRD  
Director of Training

25X1A

JOB NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 5 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. JUST. 22  
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 CLASS 1 ORG CLASS 5  
 REV CLASS C NEW CODED \_\_\_\_\_ AUTH: HB 703 \*

# Plans & Programs Staff -

25X1A

Training Officer (Chief)	GS-15
" "	14
Educational Specialist	14
Training Officer	13
" "	13
Secy. Steno	6
Clerk - Steno	5
Clerk	5

N.B. Ceiling limitations reduce above T/O to  
6 positions

No recruitment requests nor appointments  
pending